

**IOWA DEPARTMENT OF HUMAN RIGHTS
DIVISION OF COMMUNITY ACTION AGENCIES
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

**AGENCY FUNDING REPORT
PROGRAM YEAR 2015 – INSTRUCTIONS**

PURPOSE

The CSBG Agency Funding Report is for collecting community action agency financial data on all agency funding sources (federal, state, local, and private funds) and in-kind resources received during program year 2015. The DCAA compiles this information and includes it in their Community Action in Iowa – Annual Report, the CSBG State Plan and Application, and the National Association for State Community Services Programs Information Survey report.

SUBMISSION REQUIREMENTS

Please use the forms provided by the DCAA.

Due Date: November 6, 2015

Submission: Mail or e-mail the completed report to the following address:

Community Services Block Grant Program
Division of Community Action Agencies
Iowa Department of Human Rights
Lucas State Office Building – 2nd Floor
Des Moines, IA 50319

Greg.Pieper@iowa.gov

Questions: Questions concerning the CSBG Agency Funding Report should be directed to:

Greg Pieper – (515) 281-0474 or Greg.Pieper@iowa.gov

COMPLETING THE REPORT

Definitions:

Federal Funds – Funds originating at the federal level

State Funds – Funds appropriated by the Iowa legislature (state tax revenues); federal pass-through dollars are NOT considered state funds

Local Funds – Funds appropriated by a city or county government through their tax revenues; federal pass-through, state pass-through, and entitlement dollars, are NOT considered local funds

Private Funds – Funds from foundations, corporations, and non-profits, as well as money collected through fees and services

Identification Information and Agency Certification

The Executive Director's signature and date signed indicates agency review and approval. Agencies are expected to distribute and present the CSBG Agency Funding Report to their governing board no later than 90 days after the report was submitted to the DCAA.

Pages 1-8) Funding Detail

These sections of the report include listings of common agency funding sources. Agencies should provide the contract budget amounts and non-contract public and private funds the agency received in FY 2015. If your agency received funding from a funding source not listed on the report, include the funding source in the appropriate section, identify it by its CFDA Number (if applicable), identify it by its CSBG category (if applicable), identify whether it has restrictions or not (if applicable), identify if your agency has a contract with the funding source (if applicable), and include its contract budget.

CSBG Category: The CSBG Category column (located only in the State Funds section) is for identifying which of the 11 program/service categories the funding sources primarily apply to. Below is a list of the 11 CSBG program/service categories:

1. Employment
2. Education
3. Income Management
4. Housing
5. Emergency Services
6. Nutrition
7. Linkages
8. Self-Sufficiency
9. Health
10. Youth Development
11. Seniors

Most funding sources have already been categorized on the report. For any funding source your agency adds and reports on, your agency should classify it by its appropriate CSBG category.

Ideally, a program is designed to fit in one of the 11 CSBG categories, follow one implementation strategy, and is targeted to serve one low-income group. Sometimes programs have multiple purposes, strategies, and recipient groups. In these cases, the primary purpose of the program should determine the CSBG category.

Examples:

A nutrition program for elderly would be categorized as Nutrition. An elderly employment project would be categorized as Employment.

Comprehensive programs like transportation and information and referral projects that may fit in several of the CSBG categories, fairly equal, should be identified as Linkages if a primary purpose cannot be identified.

Pages 1-3) FEDERAL FUNDS

These three pages are for agencies to report contract budgets for federal funding sources.

DCAA contract budgets to use for FY 2015:

Weatherization DOE and HEAP (report only the April 2015 contract budgets)

Weatherization Utilities (report only the January 2015 contract budgets)

CSBG and LIHEAP (report only the FY 2015 contract budgets)

FaDSS (report only the federal percentage of the FY 2016 (July 2015) contract budget)

DO NOT REPORT:

Any funds from the April 2014 DOE or HEAP contract

Any funds from the January 2014 Weatherization utility contracts

Any funds from the FY 2014 CSBG or LIHEAP contracts

Any funds from the FY 2015 (July 2014 contract budget) FaDSS contract

Pages 4-5) STATE FUNDS

These two pages are for agencies to report contract budgets for state funding sources.

DCAA contract budgets to use for FY 2015:

FaDSS (report only the state percentage of the FY 2016 (July 2015) contract budget)

DO NOT REPORT:

Any funds from the FY 2015 (July 2014 contract budget) FaDSS contract

Page 6) LOCAL FUNDS

This page is for agencies to report city and county funding contract budgets, and any non-contract city and county funds received.

Agencies should identify which of the reported city and county funding sources your agency has a contract with and whether the funding has restrictions.

Page 7-8) PRIVATE FUNDS

This page is for agencies to report funding received from foundations, corporations, United Ways, client services fees, donated funds, payments by private entities for goods or services, and other non-profit organizations. Agencies should report the contract budgets, and any non-contract funds received from these private entities.

Definitions:

Fees paid by clients for services – All resources generated by an agency for direct services to clients. Examples include: income through “sliding-scale” fees charged for medical care, mental health services, legal/tax assistance, etc.

Payments by private entities for goods or services – Some agencies are paid by private entities, profit or non-profit, to provide services. Most arrangements are contractual. Examples include: transportation services, public utility contracts, rental space and equipment, etc. Contractual arrangements which are simply direct subcontracts or subgrants of federal, state, or local funds, should continue to be reported as federal, state, or local resources.

Page 9) ADDITIONAL PRIVATE SECTOR RESOURCES

Please report the Value of In-kind Goods and Services and the Value of Donated Items your agency received.

Page 10) FY 2015 CSBG ADMINISTRATION AND OUTREACH EXPENDITURES

Agencies should only report actual CSBG expenditures on this page. Actual expenditures include:

FY 2014 CSBG funds expended after September 30, 2014

FY 2015 CSBG funds expended after September 30, 2014 and before October 1, 2015

(The reported expenditures should match the total expenditures reported to the DCAA on the CSBG Monthly Funding Request and Expenditure Reports submitted for months ending: October 2014 through September 2015.)

Administrative Costs for CSBG Reporting: In the context of CSBG statutory reporting requirements, administrative costs are equivalent to typical indirect costs or overhead. As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service. Incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, administrative costs are not readily assignable to a particular program funding stream. Rather, administrative costs relate to the general management of the grantee organization, such as strategic direction, board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services.

Youth and Senior Programs:

Youth and senior programs are those primarily directed at program participants in those two age categories. All CSBG funding reported in Table B should be extracted from the data already reported in Table A (i.e. youth and senior programs should be reported under the traditional 9 CSBG service categories in Table A as well as Table B).

Definitions:

Youth Programs are defined as those that serve individuals aged 12-18. While every effort should be made to report on those programs which serve only this specific age group, agencies should include all programs that are designed specifically to meet the needs of young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants 10-17 or 12-21).

Senior Programs are defined as those that serve individuals aged 55 and up. While every effort should be made to report on those programs which serve only this specific age group, agencies should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 or older).